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Executive Office for Administration and Finance

the central news

Central Business Office

Volume X

Winter, 2001

notables...

Hellos:

EOAF:

Henri Rauschenbach was appointed Undersecretary on October 23, 2000. Mr. Rauschenbach has been a Senator for the Cape & Islands District for the past twelve years. He brings a wealth of experience (over twenty-two years) in government, public, and community service, with focuses on education, health, environmental issues, and human services.

Linn Torto was appointed Assistant Secretary on November 26, 2000. Ms.Torto brings with her over fifteen years of diversified experience in public and private sector administration, commercial and residential real estate development and finance, community and public relations. For the past three years, she served as Deputy Development Officer in the Business Development Office of the Massachusetts Port Authority. Prior to that, for six years she was the Assistant Secretary for Residential Services at the Massachusetts Executive Office of Health and Human Services.

Laura Guadagno was appointed Assistant Secretary (Capital) in December 17, 2000. Ms. Guadagno most recently served as legal counsel in municipal financings for Nixon Peabody LLP in New York City, where she was an Associate in the Public Finance Group. Prior to that, she was the Director of Financial Planning at the MBTA.

Catherine Mick joined the Human Resources Division as Chief Financial Officer in August, 2000. Catie came from the Department of Social Services, where she worked for four years in Financial Management, focusing on the areas of budget and federal revenue management. Prior to entering state service, Catie received her MSW in social policy and planning and an MBA in general management from Boston College, in addition to working for several years in the private sector.

We look forward to working with all of our new colleagues!

Angela Ng joined the CBO on Jan.2, 2001, as a Payroll Clerk. Angela comes to us from the Department of Environmental Management, where she worked in the HR department as a Payroll Clerk for 15 years, and prior to that, at the Department of Revenue, where she was a Data Entry Clerk for five years.

Tiffany Jones started at the CBO on Jan. 8, 2001, as the Executive Assistant to the Director. Tiffany was employed at the Division of Employment and Training (DET) for twelve years, starting as a Recruitment Assistant, and working her way up to Job Specialist.

On Feb. 5, 2001, **Chris Adler** began his tenure at the CBO as a Desktop Specialist. He will be responsible for daily PC support at the Governor's office. For the past six years, Chris has been an Audio Engineer with his own recording studio, in addition to working for the past year as a Customer Service Representative for UPS

Our very most recent addition is **Annmarie Evans**, Accounts Payable Specialist, who started with us on Feb. 12, 2001. Annmarie will be responsible for accounts payable for HRD and OSD She brings with her fourteen years of accounts payable and financiol experience from DET.

Please join us in welcoming the new members of our CBO family!

(Continued on page 6)

FROM THE DESK OF...

Julia Burns

The experts are predicting that this winter will be the worst one the Northeast has seen in the last few years, and if the snow falling outside of my window is any indication, they will be correct! Weather conditions notwithstanding, the winter season signals that we are halfway through the current fiscal year. Needless to say, we should currently be completing formal mid-year performance evaluations. During this stage, each employee receives an advisory rating on his or her performance to date. If necessary, the employee and supervisor together look for ways to improve performance.

The Central Business Office, along with several of our customer agencies, participated in National Groundhog Job Shadow Day on February 2nd. This unique program is dedicated to mentoring students by providing job-shadowing experiences. Please see the last page for an article and pictures from this very successful event.

Also featured in this edition of *the central news* is a spot light on the Appellate Tax Board, a CBO customer agency, and the staff's celebration of diversity.

Other highlights include updates on the Virtual Private Network (VPN) and MassMail projects, employee benefits, the telecommunications network services contract, and the Multi-State Emall.

The CBO staff sends you our (belated) best wishes for happiness, health, and prosperity throughout 2001!

— Julie

The Latest from Human Resources

W-2 Forms

All W-2 forms for Tax Year 2000 should have been received at each employee's home address by January 31st, 2001. W-2 Forms with inaccurate addresses will be returned to the Central Business Office. Reprints of lost W-2 Forms will be available by contacting your HR liaison at the CBO.

Please verify your address and tax filing status on your bi-weekly pay advice. Address changes should be sent to your CBO Human Resources liaison (address listed below). Federal and state change forms are available on the CBO web site (also listed below).

Tuition Remission

Tuition Remission is available to eligible full-time employees of the Commonwealth and their spouses.

Full-time employees enrolled in a state institution of higher education (excluding UMASS Medical Center) are entitled to Tuition Remission (exemption from tuition payment). Employees must have completed six months of service at the time of their or their spouse's enrollment, and they or their spouse must be enrolled in an accredited course/degree program. In a case of a break in service, employees will be credited with previous service, as long as the break has been less than three years.

Employees who qualify, may take advantage of Tuition Remission as follows:

- 100% tuition remission for full-time (as defined by the academic institution) undergraduate or graduate programs
- 50% tuition remission for enrollment in programs that are other than full-time
- To apply for Tuition Remission, employees must obtain a Certificate of Eligibility from the CBO. The certificate, returned to the employee after processing (allow at least three weeks), must be presented to the university no later than the date on which tuition is due.
- For more information on tuition remission, visit the Human Resources Division web site at: **www.hrd.state.ma/tuitionremission.htm**.

Direct Deposit Program

Direct Deposit provides a convenient, secure manner of ensuring that employees' paychecks are deposited into their checking or savings accounts each week, with a guarantee from the bank that the money is available in the account on Friday morning. In addition, employees have the option to directly deposit their paycheck into as many as ten different accounts.

To sign up, employees must bring or send a copy of a canceled personal check (if the deposit is to be made to a checking account) or a deposit slip from the bank (if the deposit is to be made to a savings account) to their liaison in the payroll unit of the Central Business Office, and submit a completed Direct Deposit application form. Another option, is to consult the CBO website, where Direct Deposit forms are also available. (Both physical and web addresses are listed below.)

Processing of the application takes two weeks, and thereafter employees' pay will be forwarded biweekly to their banks for deposit. Employees who participate in the Direct Deposit Program receive a biweekly pay advice (statement).

MBTA Pass Program

The "MBTA Pass Program" allows employees to purchase "T" passes through payroll deduction on a pre-tax basis for up to $65.00 per month.

Passes are available for: Local Bus; Subway; Combo; ComboPLUS; all Commuter Rail Zones—1 through 9; and Water Shuttles. Deductions for MBTA passes are taken in full during the first pay period of the month for the next month's MBTA pass.

Employees may have a deduction for multiple MBTA passes, and can also order up to two passes of the same type.

MBTA pass forms are available online at the CBO's web site.

(Continued on page 6)

Central Business Office

Phone Number: (617) 727-8181 Fax Number: (617) 727-2222 TTY Number: (617) 727-7566
Mailing Address: One Ashburton Place, Room 1602 Boston, MA 02108
Web Site: www.state.anf-cbo.state.ma.us

Please contact Janice Whitehead, editor, for newsletter submissions, suggestions, or comments.

Fiscal Bulletin

Latest Report on Accounts Payable and Procurement

The staff of the accounts payable and procurement units are continuing to work diligently to ensure timely procurements and payments. Both units are proactive in regards to contacting vendors and in monitoring open encumbrances. Members of the units have been contacting agency liaisons to arrange meetings to conduct mid-year reviews of encumbrances. The reviews will help to ensure that appropriate funds are encumbered for the remainder of FY2001.

The Office of the State Comptroller has provided all agencies with a letter documenting the first and second quarter payments made within 30 days. CBO-supported agencies averaged 82% of payments made within 30 days in the first quarter, and increased to 89% in the second quarter. In an effort to increase the number of payments made within this time-frame, we would like to reiterate the importance of date-stamping invoices when they are first received at the agency. This is the date used to begin counting the 30-day period.

As a reminder, it is required that an encumbrance be in place prior to the procurement of goods and services. If an agency is aware of an impending need, please contact your Procurement Specialist so they can process the necessary encumbrance.

Telecommunication Changes

As of November 16, 2000, there is a new telecommunications network contract available to the Commonwealth of Massachusetts, municipalities, and non-profit organizations. This contract is called the "Communication Network Services Contract" (CNS). With this new contract, agencies will have the option to choose from up to four telecommunications vendors in many different categories, including long distance, toll-free long distance, calling cards, and wireless services.

The most significant change for agencies is from MCI Worldcom for long distance services. MCI Worldcom was not awarded a CNS contract, however, the contract is valid through June 30, 2001. The Central Business Office is currently reviewing the long distance vendors on the CNS contract, and if we haven't already, will be making recommendations to our customer agencies.

If you have any questions, please do not hesitate to contact Joanna Scanzillo at (617) 727-8181 Ext. 2989.

Budget Unit Update

The budget unit has been very active in completing the financial reports and payroll projections for your management review. The unit has been working to enhance these essential reports, making better use of the data available in the Commonwealth's Information Warehouse. Many of the agencies have received the new financial reports—for those of you who have not, your analyst will be meeting with you in the next month to walk you through the new reports. In addition to the financial report changes, the payroll projections are also being updated and will be released for your review in the next month. With the newly formatted financial reports and payroll projections, the budget analysts are able to spend more time on analysis, and significantly less time doing data entry.

The budget unit is focusing on conducting an extensive mid-year review of all of your appropriations—looking in detail at all purchases, payments, receivables, and payroll information to ensure appropriate spending levels.

The budget unit has completed and submitted the FY2001 Spending Plan and FY2002 Maintenance Estimate, the Savings Target, and the Budget Requests to the Fiscal Affairs Division. We appreciate and applaud your participation in this most important process.

House One was released on January 24, 2001, beginning the FY2002 budget cycle. Both House and Senate Ways and Means committees have issued their sets of questions, gathering information that will be used to develop maintenance budgets. Your analysts will be working closely with you to answer any questions from the Ways and Means committees until future versions of the 2002 budgets are released. As always, any information or questions we receive from FAD, the House Ways and Means, or the Senate Ways and Means will be relayed to agencies as soon as possible.

The Multi-State EMall ™

The EMall is continuing to grow and offer more advantages for our agencies. Three new vendors have been added: Baystate Envelope, Curtis Newton, and Jackson Lumber. Vendors are also improving their sites to make them more user-friendly. CBO Procurement Specialists continue in their enthusiasm for this great procurement tool.

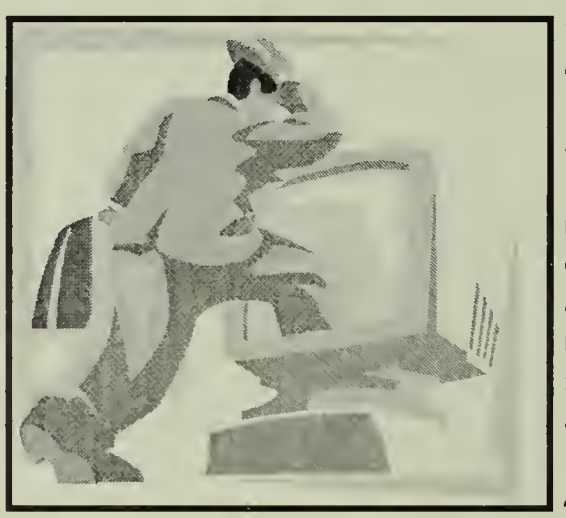
Please check out our new on-line version of *the central news* at:
www.anf-cbo.state.ma.us/CBOInfo/cbonewsletters.asp

Tech Talk

Systems Management Server

-William Donovan

The CBO LAN Team has spent the past several months integrating a technology called "Systems Management Server" into our multi-agency environment. Systems Management Server, or "SMS", as it is commonly referred to, is a relatively mature technology that can perform a variety of tasks that help to ease the administrative burdens of managing a large network. Chief among the benefits of SMS, is the ability to remote control client computers--a valuable tool when managing networks in a variety of physical locations. With SMS, network administrators can now solve a problem on Washington Street or Portland Street in a matter of seconds by calling up an SMS console and creating a window into a client computer in a remote agency, thereby saving time for both the user reporting the problem and the technician assigned to handling it.



Remote control capability is only one of the benefits of SMS. Software and hardware resource reporting creates an accurate snapshot of our environment so that we may make strategic and purchasing decisions without the burden of having technical personnel perform lengthy, labor-intensive computer and user surveys. With the click of a mouse, SMS can report the hardware and software specifications of every monitored resource in both the CBO domain and the domains of any of the CBO-supported agencies. This is essential information when planning a major desktop or server upgrade, such as the proposed migration from Windows NT 4.0 to Windows 2000. Where once it may have taken several engineers to perform a survey of several hundred computers, printers, and other peripherals, now we have near-instantaneous access to the same information in much less time and cost of labor.

Another compelling component of SMS technology is referred to as "software distribution". The principle behind software distribution is that an application can be set up once to run on a particular type of computer, and can thereafter be automatically set up on that same type of computer without the necessity of having a network administrator physically present. This is especially helpful when installing and configuring a particular application or operating system for a large number

(Continued on page 5)

Virtual Private Network

-Craig Andree

You wake up one morning and look out the window...there are 18 inches of snow on the ground and it is still coming down...*and hard*. All schools in the area are closed for the day, and all radio and TV stations are suggesting that everyone stay off the roads. The reality is that you have to get that project done, and all of your documents are at work. You need to read all of the emails that you didn't have time to get to yesterday; you are swamped and there is no way you are going to be able to get to work... There are alternatives. Why not use your home computer and connect to your computer at work--just as if you were there?

Virtual Private Network (VPN) makes this possible by virtually extending the Commonwealth's internal network, such as your Local Area Network (LAN), to your home–or to a hotel, if you are traveling. VPN is a very secure communication method that is replacing the older and unsecured access methods like RAS and Banyan dial-in. Not only is the communication channel more secure, you use the Internet as the mechanism for creating the connection. The beauty of this is that it allows you to use the fast broadband connections that everyone is clamoring about.

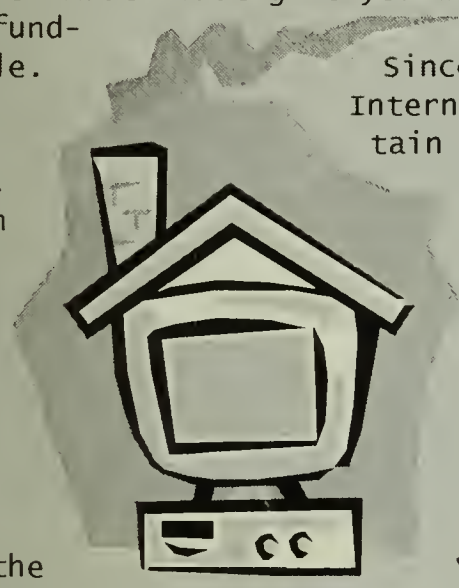
(Continued on page 5)

Virtual Private Network... (Continued from page 4)

VPN is Now Available

The Central Business Office and the Information Technology Division are pleased to announce the implementation of this new remote access service. This undertaking has taken over a year of effort to ensure that the CBO will be able to successfully support our agencies as they remotely access or telecommute to the Commonwealth's internal network.

In order to receive this service, your manager or supervisor must first give you authorization, and funding must be available. Since VPN works over the Internet, you must use or obtain an Internet connection. This connection can be dial-up, DSL, or cable. *AOL or DellNet will not work.* Verizon offers both dial-up and DSL solutions.



The next step is to apply for the VPN service by visiting the CBO Intranet site and filling out the application: http://www.anf-cbo.state.ms.us/technical/vpn/applicationform.asp. You can also visit the CBO Internet site to review the steps necessary to continue. This web sit was also made available to assist in supporting all of the remote access users that may be connecting during off-hours: http://www.state.ma.us/cbo.

If you have any questions or need more information, please feel free to contact the CBO LAN Team. We can arrange for a presentation and guide you to embrace this new industry standard for remote access and telecommuting.

Systems Management Server... (Continued from page 4)

of users. In the future, Windows 2000 or any additional applications can be installed as people log-off for the evening or log-in and get their morning coffee. This type of labor and cost-saving technology is crucial as we enter the months ahead, where projects of ever-growing scope dominate our landscape.

State House Map Exhibition

Mapping Boston II: The Drama of a City Transformed

Maps-Views-Photos-Interactive Imaging

—Matthew Donovan and Rose Bonaventura

The above-named exhibition opened on January 4, 2000, with a Governor-hosted reception celebrating the beginning of a two-year exterior architectural restoration of the State House. The exhibit includes maps collected by Norman B. Leventhal, depicting the transformation of Boston from water to landfill across five centuries. In addition, the exhibition displays a collection of early maps of the Commonwealth, beginning with the first state map commissioned by the legislature and published in 1801. Descriptive text, prints, photos, and drawings accompany these maps, retelling Boston's rich history.

The exhibit also incorporates two new technologies created and hosted by Bill Warner, president of FutureBoston, Inc.: Maps Over Time and a 3D model of Boston. Maps Over Time is a web-based mapping system that lets any Internet user view, overlay, and compare past, present, and future maps of Boston. Each map is scanned at high resolution, so you can zoom in and see tremendous detail while you compare what was where in each time period. Ten computer stations are connected via a high-speed DLS line (sponsored by Massachusetts Community Network) to FutureBoston's server. Maps Over Time can be accessed at **www.mapsovertime.com**.

The second new technology is a 3D model of present Boston and Boston in 1776. This computer model is used as an introductory video, and is presented as a time machine flight through the city. This video is aimed at both children and adults, and helps them understand how the city has changed over time—bringing to life the drama of a city transformed. The video also sets up an interactive treasure hunt, whereby school groups and visitors can use

(Continued on page 7)

MassMail

—Paul Keplin

Just a quick update to let you know what's coming down the pike in the LAN world. The CBO LAN Team has been working with Microsoft Consulting Services to plan for the next technology upgrade.

The plan is to upgrade all servers to Windows 2000 with Active Directory and to upgrade email to Exchange 2000. The email server will also be centralized, with all of the mail clients being housed on one large server in MITC, Chelsea. The Information Technology Division will be the first agency to migrate, with the pilot slated to start in early March.

You may have noticed that some new machines were recently installed. This is the first phase of the CBO migration that is scheduled to begin in early April, with a completion date set for June. The integrator, Getronics, will begin their discovery phase very soon, and will help the CBO to plan the migration to Windows 2000.

CALENDAR OF EVENTS

Title: STATE HOUSE MAP EXPOSITION: THE DRAMA OF A CITY TRANSFORMED
Date: January through June, 2001
Time: 9:00 a.m. to 5:00 p.m.
Place: State House

State House Map Exposition depicts the transformation of Boston from water to landfill, displays a collection of early Commonwealth maps, and includes ten computer workstations hosted by **FutureBoston.org.**

Title: STAR 2000
Date: April 4th & 5th, 2001
Time: 8:30 a.m. to 3:30 p.m.
Place: Bayside Exposition Center, Boston

The Operational Services Division is sponsoring the annual Statewide Training and Resources Exposition (STAR) for statewide contractors and employees from state agencies, cities, towns, schools, municipalities, other political subdivisions, and human and social services agencies. For more information, please see the Winter, 2001, issue of **OSDiscussions**, *or visit the STAR 20001 website at:* **www.state.ma.us/star**.

Title: GROUP INSURANCE COMMISSION (GIC) OPEN ENROLLMENT
Date: April 9th to May 11th, 2001
Time: 8:30 a.m. to 3:30 p.m.
Place: Various Locations

During Open Enrollment, employees can change their health plan or optional life insurance coverage. In addition, active, eligible employees can apply for optional life and/or long-term disability insurance, enroll in a GIC Dental /Vision plan (non-union employees), and opt in or out of pre-tax health care premium deductions. Visit the GIC website at: **www.state.ms.us/gic** *for information.*

Title: AFFIRMATIVE MARKET PROGRAM (AMP) AND STATE OFFICE OF MINORITY & WOMEN BUSINESS ASSISTANCE (SOMWBA) CONFERENCE
Date: May 15th, 2001
Time: 1:00 p.m. to 5:00 p.m.
Place: State House, Hall of Flags

This conference is being held to recognize AMP coordinators who have excelled in their AMP efforts and Minority & Women Business Enterprises (MWBE's) for their participation. Community leaders and legislators will be in attendance. Three workshops will be held. For more information, call AMP at (617) 727-2040 or SOMWBA at (617) 973-8692.

Notables... (Continued from page 1)

Good-Byes at the CBO:
Pam Saucer, former Payables Specialist, accepted an opportunity at Roxbury Community College in December, 2000. Pam is now the Payroll Manager for the Human Resource and Payroll Department.

At the end of January, **Cara Flynn**, former Purchasing Specialist, moved on to the Department of Transportation where she is working on contracts.

Bill Donovan, LAN Administrator assisting the Governor's Office for over four years, has accepted a position in Systems Administration at the Information Technology Division's Data Center in Chelsea. As of Feb. 19, 2001, he will be focusing on the statewide MassMail Project, and joins former CBO LAN co-workers Dan Buckley, Rich McDonald, and Karim Hadidi.
We wish them all the best!

Congratulations to **Melanie Louie**, Business Manager for the Massachusetts Commission Against Discrimination, and her husband, Eddie Tso, on the birth of their second child. Timothy Ryan was born on 12/28/00, and was welcomed home by sister Samantha, age 17 months.

HR/CMS PAY CALENDAR

Following, are the remaining HR/CMS pay dates for calendar year 2001:

MARCH	**2nd, 16th, 30th**
APRIL	**13th, 27th**
MAY	**11th, 25th**
JUNE	**8th, 22nd**
JULY	**6th, 20th**
AUGUST	**3rd, 17th, 31st**
SEPTEMBER	**14th, 28th**
OCTOBER	**12th, 26th**
NOVEMBER	**9th, 23rd**
DECEMBER	**7th, 21st**

Latest from Human Resources...*(Continued from page 2)*

Deferred Compensation Plan

Effective as of January 1, 2001, the maximum amount that can be deferred to the Commonwealth of Massachusetts Deferred Compensation Plan has been increased to $8,500.00. For those participating in catch-up deferrals, the maximum amount will remain at $15,000.00.
If you want to increase your maximum amount of deferred compensation, or have questions on catch-up deductions, please call the Payroll Service Department at 1-877-721-5894.

Spotlight on the Appellate Tax Board

—Submitted by Carl Benanti

Pictured clockwise above, starting at upper left, are Marc Tucker, Steve Douglas, Chair Abigail Burns, and Pat Golson.

On December 19, 2000, the Appellate Tax Board (ATB) sponsored a Cultural Diversity Brunch. ATB employees Marc K. Tucker, Steven C. Douglas, and Patricia H. Golson serve as the Cultural Diversity Committee.

Multi-ethnic invitations and response cards were printed and distributed to the agency's personnel, as well as to several other departments. Items that were representative of each employee's personal preference were hung on a cultural diversity tree and ranged from a Jerry Garcia ornament to a nautical wreath.

A documented history of Kwanzaa, Ramadan, Chanukah, and Christmas were visually displayed. One thought-provoking activity included identifying major contributors to society-at-large from various cultural backgrounds. Categories included prominent Hispanic/Latino, Jewish, Italian, and Afro-Americans, as well as gay, lesbian, and handicapped Americans, from both the past and present.

Culinary contributions were made by all employees, and included items such as ethnic cheeses, sparkling Irish apple cider, kugel, barbecued Sicilian pasta, Mexican salad, pondoro, scones, and traditional kosher cookies.

The event marked the realization of appreciation among our diverse staff, and recognized all people belonging to the race called *human*.

Retirement News...

On November 30, 2000, Joan Zalewski Fayles retired after forty years of service with the Commonwealth of Massachusetts. Joan was employed at the Appellate Tax Board for her entire career, and has the distinction of being the only employee to have traveled with the agency from its original Somerset Street location to the Saltonstall Building, to the current location at 399 Washington Street, Boston.

Joan was honored at the Café Marliave by her fellow employees, and received congratulations from Governor Cellucci. Joan intends to pursue her main hobby of travel in a never-ending global adventure. Best wishes, Joan, for many years of health and happiness!

(Joan Zalewski Fayles is shown in the photo at right with Chair Abigail Burns.)

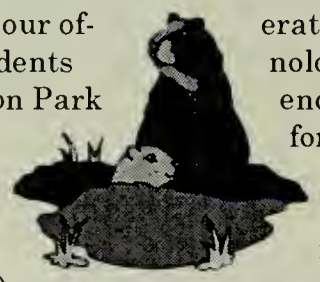
State House Map Exhibition... (Continued from page 5)

Maps Over Time to explore maps and hunt for hidden eannonballs that are needed for fuel for the time maehine. School groups ean even "bury" their own time eapsule in one of the maps, and then later use the Internet to help others diseover and view their time eapsule.

The main purpose of this map exhibition is to promote education, espeeially to sehool-age ehildren and young adults. The administration and private donors will be working on eoordinating and supporting school tours and transportation to this event. The exhibit is displayed in Dorie Hall, located on the 2nd floor of the State House, and is expeeted to run through June, with a possible extension.

National Groundhog Job Shadow Day

This year, for the first time, the Central Business Office and seven of our customer agencies participated in Job Shadow Day by hosting thirty local high school students in our offices in Boston and Chelsea. For twenty-seven students from Boston, Charlestown, Dorchester, and Madison Park Technical Vocational High Schools, as well as from John D. O'Bryant School of Mathematics and Science, the day began at the McCormack Building with a welcome from Julia Burns (Director, CBO), Paul Dietl (Deputy Personnel Administrator, HRD), and Gerry Scott (Assistant Director, Office of Work/Life and Diversity, HRD).



Students and mentors were introduced, and spent the next couple of hours experiencing real-life workplace activities such as using computer applications, running reports, attending meetings, practicing business etiquette, and discussing the importance of education for future career choices. The day concluded with "groundhogs" (a.k.a. mentors) and "shadows" (a.k.a. students) returning to the McCormack Building at noon for pizza and soda.

Three students from Madison Park Technical Vocational High School spent the morning with Jean Leahy, Ken Travis, Ron Thompson, Joe Arigo, and Joe Uzdavanis of the Operations Team at the Massachusetts Information Technology Center in Chelsea. Their job-shadowing experience began with introductions and a discussion of information technology-related experiences in school and future career interests. The discussion included a conversation on IT certification and the importance of education and training.

Highlights of the day included a tour of the operations command center and a walkthrough of the computer room, including a discussion of the equipment and projects, observation of the inside of a robotic tape cartridge silo, and information regarding quality control and disaster recovery management. Job Shadow Day 2001 at the data center closed with a wrap-up session and lunch.

We will be conducting a formal evaluation of Job Shadow Day, but early, unsolicited comments include, "Awesome", "Memorable", "Count me in next year", and a virtually unanimous, "Two-plus hours is not enough time!"

OSD: *Front row:* Roland Gutay, Johnny Wu, Nguyen Truong, students (all students pictured here attend the John D. O'Bryant School of Mathematics and Science); *Middle row:* Dick Mordaunt, Director of IT; Jack Lee, student; Betty Fernandez, Procurement Team Leader; Nancy Burke, MIS Mall Staff; Song Cai, student; *Back row:* Jonathan Goldberg, Director of Infrastructure & Support; Steven McMahon, Network Engineer; Ellen Phillips, Deputy for Administration; Bill Funk, Director of Professional & Institutional Services; Ed Goba, Manager of Central Reprographics; Tess Francisco, Procurement Team Leader; Monica Synnott, Director of Health & Human Services

EOAF: Sharon Jenkins. Administrative Assistant for Capital Resources & Finance, and Alicia Thomas, student from Madison Park Technical High School

BSB: *Front row:* Jenny Remy, student at Boston High; Amelia Barros, student at Madison Park; Nicole Downing, student at Boston High; Juanita Lind, student at Madison Park; Alana Swiec, Office Manager; *Back row:* Jack Vanasse, Deputy Director of Security; Roseline Enekwe, student at Boston High; Patrick Reed, Deputy Superintendent for Administration; Vincent Cirigliano, Deputy Superintendent for Planning & Engineering

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Executive Office for Administration and Finance

Central Business Office

Volume XI

Spring, 2001

FROM THE DESK OF...

Julia Burns

After a long winter season, the unmistakable signs of spring in Massachusetts are here. The swan boats have returned to the Public Gardens, the Red Sox are playing at Fenway Park, and Fiscal Year 2002 is only a few weeks away!

During the upcoming weeks, CBO staff will work closely with customer agency liaisons to ensure a smooth closing of Fiscal Year 2001 and opening of Fiscal Year 2002. The "Fiscal Bulletin", beginning on page 3, includes highlights of closing and opening information.

The Big Buy 2001 program is underway, and will continue until May 31st. Please see the Information Technology Division's website at www.state.ma.us/itd for detailed information.

The CBO migrated to the new e-mail system, MassMail, over the weekend of April 14th. As with any new system, we experienced a few unanticipated problems. My personal thanks for your patience and understanding while the problems were being addressed. An overview of the MassMail project for CBO-customer agencies is on page 4.

On April 26th, the CBO hosted a fifth annual "Take a Child to Work Day". Six customer agencies joined us for a day of exploring careers and workplace priorities with 38 children aged 4 to 17. Thank you to everyone who helped to make the day a huge success...and a special thank you to Cathy Jackson for coordinating the day's events. Please turn to pages 6 and 7 for an article and pictures.

On behalf of our customer agencies, the CBO Human Resources staff is participating in an assessment of the Diversity Initiative Plans. Articles concerning employment of persons with disabilities and Vietnam-era veterans are included in "The Latest from Human Resources" on page 2.

The CBO staff sends their thanks to everyone who contributed to and/or purchased a copy of "CBO Cookbook Volume II" in support of COMECC. With your help we raised $435!

—Julie

CALENDAR OF EVENTS

Title: BIG BUY 2001
Date: May 1 through May 31, 2001

Big Buy 2001 equipment is available to all eligible entities statewide. For more information, please see ITD's website at www.state.ma.us/itd/bigbuy/2001/bigbuy_2001.htm.

Title: FINAL DAY FOR FY2001 ENCUMBRANCES FOR BUDGETED FUNDS OVER $25,000
Date: May 31, 2001

The Fiscal Affairs Division, with the assistance of the Office of the State Comptroller, plans to handle encumbering at the FY2001 Closing in a manner very similar to last year. This means that Executive Departments must take the necessary steps to conclude their FY2001 encumbering activity in budgeted fund accounts by the close of business of Thursday, May 31, 2001. *

Title: TARGET DATE FOR FINALIZING ROUTINE ENCUMBRANCES
Date: June 15, 2001

Departments should finish routine encumbering for all appropriation types by June 15th, and use the balance of the fiscal year to handle adjustments. The last day of the fiscal year that the Office of the State Comptroller will be open for business is Friday, June 29, 2001. *

Title: CLOSE OF FISCAL YEAR 2001
Date: June 30, 2001

The close of the fiscal year falls on Saturday, June 30, 2001. Therefore, the last business day of FY2001 is Saturday, June 30, 2001. All goods and services to be paid for with FY2001 funds must be received by Saturday, June 30, 2001. ***There are no exceptions.*** *The first day of FY2001 is Sunday, July 1, 2001.* *

* FY2001 Closing/FY2002 Opening Instructions issued by the Office of the State Comptroller, dated April 9, 2001.

The Latest from Human Resources

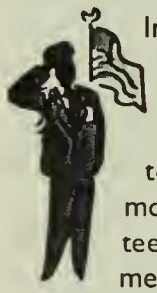
Employment of Persons with Disabilities

The Affirmative Action-protected group of persons with disabilities was established by the promulgation of Executive Order No. 246 (November 2, 1984) and the *Guidelines for the Disabled* (November 12, 1985, revised February 2, 1987). Within the Executive Branch of the state government and within certain authorities, an applicant/employee with a disability may voluntarily self-identify, and thereby benefit from, aggressive recruitment, hiring, training, and promotion for this protected group. Such protected status assures the qualified applicant/employee with a disability equal access to all phases of the employment process, and establishes a bold policy to eliminate discrimination against persons with a disability in the workforce.

An applicant/employee may voluntarily self-identify as a disabled individual at the local agency level with the Affirmative Action Manager. The process is comprised of completing a form for self-identification, verification, and to ratify agency confirmation. Participation is voluntary, and all information remains **confidential.**

A request for Reasonable Accommodation may be made by any applicant/employee with a disability at any time, regardless of whether they have self-identified as being a person with a disability. An example of Reasonable Accommodation is the creation of an alternative work schedule for a person who has weekly physical therapy or doctor's appointments. Reasonable Accommodation must be given unless the agency can prove one of three defenses, including "undue hardship". The monitoring of workplace procedures assures continued progress against previous discriminatory practices.

Employment of Vietnam Era Veterans



In accordance with Executive Order No. 235 (November 10, 1983), as amended by Executive Order No. 253 (April 12, 1985), the Program Guidelines for Vietnam Era Veterans were promulgated, granting protected group status to self-identified Vietnam Era Veterans under the Commonwealth's Affirmative Action Program. This order guarantees equal access and opportunity in all aspects of employment within the Executive Branch of the state government and with specified authorities.

The objective of this program is to take positive action to address the needs of those who have self-identified as Vietnam Era Veterans in the areas of job recruitment, training, and promotion. This program does not guarantee a Vietnam Era Veteran a job, nor does it supersede civil service status. It does require active measures to redress discriminatory practices in all phases of the employment process and in the workforce.

Self-identification for purposes of Certification is done on a voluntary basis. Requests for Certification can be made to your human resources liaison at the Central Business Office. A copy of the applicant's Separation Document DD Form 214 must accompany the request. This process takes approximately one to two weeks to complete.

Bravo!

Special thanks go to **Cathy Jackson** for her outstanding work. In addition to her regular duties as Human Resource Specialist, Cathy coordinates CBO's participation in or sponsorship of events including career fairs, Job Shadow Day and, most recently, Take a Child to Work Day.

Cathy started employment with the Commonwealth at the Department of Public Welfare in 1973 (believe it or not!) where she was quickly promoted to Executive Secretary. She transferred to the Office of Information Systems (now known as Information Technology Division) in 1977, taking on the role of Administrative Assistant. Her organizational skills and ability to work with people helped Cathy advance to Personnel Specialist in 1982. In 1996, she took on her current role at the Central Business Office as Human Resource Specialist for four agencies. Her role as Human Resource Specialist runs the gamut of human resource functions—from job postings to labor relations.

Cathy's commitment and willingness to go above and beyond is truly a benefit to the CBO and our customer agencies.

Bravo, Cathy!

The Commonwealth of Massachusetts
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Please contact Janice Whitehead, editor, for newsletter submissions, suggestions, or comments.

Fiscal Bulletin

Closing FY2001 and Opening FY2002

As we approach the end of Fiscal Year 2001, it is time to finalize FY2001 decisions and begin thinking about FY2002. On May 14, 2001 the Office of the Comptroller loaded the FY2002 appropriations into MMARS based on the Governor's House One proposal – the official fiscal year opening. An interim budget will be in place in the event the FY2002 General Appropriation Act is not approved prior to July 1, 2001.

Closing Encumbrances

The CBO Accounts Payable and Procurement Specialists have done an excellent job during the fiscal year reviewing encumbrances on an ongoing basis, helping to make the end of the fiscal year a little less chaotic. As in past fiscal years, all encumbrances that are greater than $25,000 must be done no later than **May 31, 2001**, with only very specific, limited exceptions. The Office of the State Comptroller is placing a strong emphasis on closing all FY2001 encumbrances by **June 15, 2001**, so that the focus during the last two weeks of June can be on ensuring that orders are delivered on time and on re-contracting for FY2002.

Opening Encumbrances

Although our focus at the end of the year tends to be on the closing of the current fiscal year, it is equally important to ensure that all necessary encumbrances for next year are in place. Contracts for the FY2002 contractor payroll must be in place prior to July 1st to guarantee that individuals receive their checks. Considering this deadline and its importance, the CBO is requesting all paperwork be forwarded by June 15th. There are other encumbrances, which vary from department to department, that must be in place as of July 1st. The procurement unit will be working closely with each department to set up all of these encumbrances prior to the start of FY2002.

The Procurement Specialists will be reviewing all contracts to determine those that are expiring and conferring with departments on processing the contract renewals. It is important to remember that the latest date on a Standard Contract is the effective date. So, if a contract begins on July 1, 2001, the contract must be signed by the department and the vendor on or before July 1, 2001.

New Standard Contract

The Office of the State Comptroller issued a new Commonwealth Standard Contract in March with MMARS Memo #303. This document can be used for FY2001 activity and is required to be executed for all contracts beginning in FY2002. There is no change to the Standard Contract Amendment or Commonwealth Terms and Conditions documents.

Delegation

As a result of a risk assessment conducted by Deloitte and Touche, a recommendation was made to delegate 10% of the contract dollars to departments—as well as the accountability and responsibility. The delegation of 10% of the dollars represents 90% of the transactions approved by the Office of the State Comptroller. The CBO has worked with all of you to increase the delegation of procurement authority to $100,000 and the incidental purchase threshold to $5,000. As always, the CBO will work with the departments to ensure that procurement policies are adhered to and we will be accountable and responsible for the authority granted.

Records Management

A change in the records management of contracts has been made. All original contracts will now remain as part of the original procurement file, regardless of the dollar amount. For example, if an RFR results in a contract for $150,000 that requires the approval of the Office of the State Comptroller, a copy will be submitted for approval and the original stays with the procurement file.

Intergovernmental Service Agreements

The regulations, policies and procedures, including the form used for Intergovernmental Service Agreements (ISA's), are being modified and are expected to be in place by the beginning of FY2002. The changes will remove items from the regulations that will be more appropriately included in a policy document. The new policy will require total funding to be available when the ISA is executed, and multi year agreements will be encouraged.

(Continued on page 5)

Tech Talk

Central Business Office Migrates to ITD's MassMail

-Dan Folloni

The Central Business Office (CBO) partnered with Getronics, its MassMail integrator, for the MassMail migration project. The CBO migrated to the Information Technology Division's (ITD) centralized enterprise messaging system the weekend of April 14, 2001. All CBO staff are now part of the MITC MassMail Messaging Center located in Chelsea. The CBO piloted the live migration for three weeks to ensure all facets of the migration were working as designed by Getronics, along with Microsoft consultants, the ITD MassMail operations team, and the CBO LAN team.

The CBO MassMail migration scope of work performed by Getronics was implemented in four phases:

I. Project Plan

Getronics provided the CBO with consulting services necessary to migrate from Windows NT 4.0 to Windows 2000, and subsequently to the Commonwealth's centralized messaging solution known to us as "MassMail". The project plan also included a Proof of Concept (POC) to test the design in a controlled test lab environment, as well as a pilot to validate and refine the migration plan prior to the agency-wide rollout.

II. Agency Discovery

A careful, comprehensive discovery and assessment of the CBO's existing network infrastructure took place, identifying network links to agencies supported by the CBO.

III. Assessment

The assessment and scope phases were delivered by Getronics, who provided a detailed design to the CBO, encompassing the newly-designed CBO MassMail environment.

IV. Implementation

This consisted of Proof of Concept and the CBO pilot sub-phases. The POC was used to demonstrate the migration of the current CBO information system to the new Microsoft Windows 2000 infrastructure. Concerns during the POC sub-phase were the migration of the file, print, and mail service to the new information system. The migration team developed a mail migration process by testing the migration of the complete file systems from Windows NT 4.0 to Windows 2000. Selected members of the CBO LAN team participated in the initial ITD migration pilot, which meant that they were the first CBO individuals to test the new system. At this stage, all aspects of the implementation and development were fully tested.

The migration process includes a scheduled meeting with all CBO-supported agencies and their staff to review the transition of the users from the Windows NT 4.0 information system to the new MassMail Microsoft Windows 2000.

CBO-supported agencies' MassMail migration schedule is as follows:

- CBO --April 13th
- MODR --May 4th
- ITD HR/CMS--May 11th
- ATB --weekend of May 18th
- CSC --beginning noon on May 29th
- ALA --morning of May 30th
- ADD, LIB, and ANF will migrate during June--dates and times to be announced.

(Fiscal Bulletin...continued from page 3)

Payroll-Related Chargebacks

The Unemployment Compensation, Universal Health Insurance, and Medicare chargebacks will all be handled slightly differently in FY2002. The payroll-related chargebacks will be processed automatically, reflecting actual payroll costs to ensure departments' payments are made in a timely manner and that the information is accurate. An Interdepartmental Encumbrance Chargeback Form (IE) for each payroll tax will be entered in late May, with the estimate based on position and account information from HR/CMS and historical chargeback data. The IE will go to a "DONE" status if funds are available. In the event that the IE rejects, the CBO Procurement Specialists will work with agencies to correct all transactions to ensure they are at a DONE status by the end of June. The Interdepartmental Voucher Form (IV) will be entered following the first FY2002 pay period, and on a bi-weekly basis thereafter.

Electronic Funds Transfer

The Commonwealth has embarked on a campaign to promote the use of Electronic Funds Transfer (EFT), as opposed to the issuance of paper checks, wherever possible. By moving to EFT, a substantial savings can be achieved—in addition to vendors having access to funds sooner. One of the complaints that vendors have regarding EFT is that they do not receive a reconciliation report from their bank to identify detailed payment information as they would typically receive on a check stub. These issues can be reduced or eliminated with the promotion of MassFinance's VendorWeb.

MassFinance's VendorWeb (http://massfinance.state.ma.us/) is a tool that will become a tremendous asset for departments and vendors of the Commonwealth. For those of you who are not familiar with this web-based program, it is a self-service internet site where you can look up payments processed—both historical and scheduled. It is particularly useful for vendors that are unsure of how to apply payments made by state departments. The only piece of information that they need is their Vendor Code. VendorWeb now includes payment data and a download capability that includes contract numbers. CBO fiscal staff are continually working with the vendors to promote the EFT campaign and the VendorWeb.

Budget Unit Update

FY2001 year-end activities are keeping the budget staff very busy. They are monitoring appropriations to ensure that agencies have up-to-date information in order to make year-end purchasing decisions. Payroll funding needs are also being closely monitored.

With the release of the House Ways and Means budget, the budget staff provided an overview for each agency, detailing the impact on their FY2002 activities and any related concerns.

Please note that House One will be loaded into MMARS during May, at which point agencies can begin FY2001 contracting. The budget staff can assist agencies with any questions related to FY2002 set-up.

Just a reminder: Every agency is required to conduct a yearly inventory, and purchases of equipment (or buildings) over $15,000 are required to be entered into the fixed asset subsystem by August 11, 2001. If you need inventory information, contact your budget analyst, and they can assist you in understanding the guidelines and requirements.

Happy Fiscal New Year!

Important Dates to Keep in Mind

(Clip and keep...)

May 7th — House One Obligation Ceilings are loaded into MMARS

May 14th — Encumbering for FY2002 may begin

May 31st — Final deadline for Big Buy purchases
— Final date for encumbrances greater than $25,000 for budgeted funds

June 15th— Approved contracts and leases (SC's and LO's) roll

June 29th— All goods and services must be received by close of business day

June 30th— FY2001 closes
— Standard Contract Amendments for FY2002 contract employees sent to CBO

July 1st — Happy "Fiscal" New Year!

Aug. 31st— FY2001 accounts payable period ends

Take a Child to Work Day 2001

On April 26th, the Central Business Office hosted a very successful Take a Child to Work Day. It was a day for making new friends; learning about different careers and workplace priorities; and, most of all, for opening minds!

Thirty-eight children, ranging in age from 4 to 17, joined their parents and mentors for a day at work. In addition to job shadowing, many children participated in one or more workshops designed to explore the current workplace priorities of computer technology, disability awareness, and diversity.

Under the direction of Craig Andree, and with assistance from Eddie Cardillo, participants in the *Computer Technology: From the Inside Out* workshops became computer technicians for an hour. They explored the basics of computer technology, and then built a working computer from component parts.

The *American Sign Language* workshop, presented by Deb Porter from the MA Commission for the Deaf and Hard of Hearing, introduced attendees to the sign language alphabet and some basic signs for greetings, animals, and family. In addition, she described tools (such as hearing aids) used by persons with hearing impairments.

Two workshops, *Experiencing Chinese* and *A Taste of Spanish*, were passports to the rich sounds and diverse sights of the Chinese and Spanish languages and cultures. In the *Experiencing Chinese* workshop, Angela Ng and Bonnie Cunningham (in consultation with Amy Fu, LeiMei Kwan, and Kim Sit) told the story of the 12 animals of the Chinese Zodiac and the New Year tradition of the red pocket.

Nilsa Morales, dressed in native costume for the *A Taste of Spanish* workshops, spoke about the coqui—a small frog found only on the island of Puerto Rico—and everyone sang "El Coqui". After learning colors and common phrases in Spanish, everyone danced the merengue.

The *State House Tour* provided an overview of the history and architecture of the State Capitol; and the *FBI Tour* provided an inside look at the local FBI Office, where participants were fingerprinted and had their mug shots taken. Meanwhile, in the *Little Tykes* workshop, Grace McLaughlin offered age-appropriate activities for the day's youngest participants.

As Take a Child to Work Day drew to a close, all participants gathered in the Great Hall of the State House for group activities and a "make your own sundae" party. Gerry Scott, from the Human Resources Division, spoke on "Diversity in State Government and the Future", with the members of tomorrow's workforce gathered in the Great Hall. He encouraged everyone to stay in school, to join and participate in activities, and, most importantly, to stand up for themselves and not let anyone put them down.

Carissa Scudieri, daughter of Paula Scudieri from the Information Technology Division, and one of the Take a Child to Work Day participants, sang *America the Beautiful* to an enthusiastic audience. At 11 years of age, Carissa is the youngest person chosen to sing the National Anthem for the Boston Bruins at the Fleet Center. Later this month, she will sing the National Anthem at the New England Revolution soccer game at Foxboro Stadium.

Stephen P. Crosby, Secretary of Administration and Finance, engaged the children in a discussion of the day's events and their favorite activities. As the children spoke with the Secretary, it became clear that they enjoyed a day of learning about the careers in government and workplace priorities.

Thank you to Secretary Stephen Crosby, Deb Porter, Gerry Scott, Carissa Scudieri, and all the CBO staff for making Take a Child to Work Day 2001 a memorable experience for everyone.

Computer Technology: From the Inside Out, Craig Andree and Eddie Cardillo

American Sign Language, Deb Porter

Experiencing Chinese, Angela Ng and Bonnie Cunningham

A Taste of Spanish, Nilsa Morales

Diversity in State Government, Gerry Scott

Stephen P. Crosby and some of the day's participating children

Little Tykes, Grace McLaughlin

Scrapbook

Carissa Scudieri, singing *America the Beautiful*

Children with their parents and mentors during the *State House Tour*

Commonwealth of Massachusetts Employee Contribution Campaign

The Central Business Office and our fourteen customer agencies raised more than $48,600 for the 2001 Commonwealth of Massachusetts Employee Charitable Campaign.

A round of applause for the COMECC keypersons:

Barbara Aiken, *Fiscal Affairs Division*
Carl Benanti, *Appellate Tax Board*
Judithann Burke, *Division of Administrative Law Appeals*
Michael Dumont, *MA Office on Disability*
Liz Fancher, *MA Developmental Disabilities Commission*
Cathy Jackson, Central Business Office, for *Information Technology Division*
Melanie Louie, *MA Commission Against Discrimination*
Florence MacQuarrie, Central Business Office, for *Central Business Office* and the *State House Library*
Katherine Maloney, *Civil Service Commission*
Emily Micolonghi, *Executive Office for Administration and Finance*
Ellen Phillips, *Operational Services Division*
Elizabeth Sullivan, *Human Resources Division*
Alana Sweic, *Bureau of State Office Buildings*
Lee Ann Wilson, *MA Office of Dispute Resolution*

WAY TO GO !

Congratulations to **Kim Sit**, CBO, for winning three silver medals and one bronze medal in the *2001 Greater Boston Senior Games*! He took second place in the 100-meter breast stroke, bowling, and horseshoes; and third place in the 50-meter breast stroke. This is Kim's second time participating in the games. In 1999, he also won a silver and a bronze medal in swimming competitions.

The *Greater Boston Senior Games* are sponsored by the City of Boston, Commission on Affairs of the Elderly, and are held at UMass/Boston for men and women aged 50 and over. This year's events were held from May 9th through May 12th, and included a golf tournament, tennis, bocce, billiards, bowling, swimming, horseshoes, basketball free throw, softball throw, and track.

notables...

Congratulations to **PETER FORMAN** on his recent appointment as Chief of Staff to the Governor. Mr. Forman was most recently Under Secretary at ANF. Prior to that, he served as Plymouth County Sheriff, as well as State Representative from Plymouth, and House Minority Leader.

Welcome to **EMILY MICOLONGHI**, Office Manager of ANF. Ms. Micolonghi joined ANF on February 25th. Prior to joining ANF, she was a Program Coordinator for Public Consulting Group and also worked at the Governor's Commission on Mental Retardation for six years.

Congratulations to **JENNIFER HEWITT**, Supervisor at FAD, and her husband on the birth of their son. Duncan James Hewitt was born on April 2nd, and weighed in at 8 lb. 14 oz.

The CBO would like to welcome **MATTHEW KIRK**, Procurement Specialist, who joined us on April 17th. Among Matt's prior work experience, he has been a Research Analyst for a substance abuse prevention program at Brandeis University, and a Contract Administrator for the Washington State Department of Transportation.

We would also like to welcome **CARMEN MUSTO**, Senior LAN Administrator, to the CBO. Carmen began here on May 14th, and brings three years of experience as a Senior Network Support Engineer at Stream International, Inc.

Farewell to **MATTHEW DONOVAN**, LAN Administrator, who left the CBO on May 18th to accept a position at ITD in Chelsea as a member of the newly-formed Midrange Services Team. We wish Matt the best of luck in his new endeavor!

Don't forget to check out our on-line version of present and past newsletters at ***www.anf-cbo.state.ma.us***.

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the central news

Executive Office for Administration and Finance

Central Business Office

Volume XII

Summer, 2001

FROM THE DESK OF...

Julia Burns

As we at the Central Business Office look back over Fiscal Year 2001, we remember a potpourri of accomplishments and challenges that included:

- *participating in human resource, fiscal, and information technology pilot programs;*
- *representing CBO customer agencies at career fairs;*
- *participating in the review of the Technical Pay Law process, which led to the new, revised process scheduled for implementation in Fiscal Year 2002;*
- *increasing the average percentage of payments processed on behalf of all CBO customer agencies within the Comptroller's established timeline to 87.7% in FY2001 — an increase of 5%;*
- *actively participating in statewide Procurement Management Teams (PMT's) for delivery services, catering, and labor arbitrators;*
- *automating monthly financial statements, thereby substantially reducing their preparation time and increasing their accuracy;*
- *facilitating one of the Affirmative Market Program workshops at the minority vendor fair;*
- *building an infrastructure for the remote access commonly known as "Virtual Private Network" (VPN) and successfully implementing VPN;*
- *establishing a partnership with Information Technology Division's CommonHelp to track and log desktop and Local Area Network requests using Remedy to better support our customer agencies;*
- *successfully migrating the scheduled CBO customer agencies to the new e-mail system, MassMail;*
- *supporting the e-Government initiative through a partnership with the Massachusetts Office of Dispute Resolution to develop electronic web-based forms to support the Executive Order on Alternative Dispute Resolution;*
- *designing a strategy to assist CBO customer agencies in the development of intranet sites to be hosted on CBO's server;*
- *sponsoring, for the first time, CBO customer agency participation in the National Groundhog Job Shadow Day for local high school students; and*
- *coordinating a fifth annual Take a Child to Work Day.*

(Continued on page 5)

notables...

The CBO welcomes to Peggy Conneely to our staff as Accounts Payable Manager. Peggy comes to us from the Massachusetts Department of Public Health where she served as the Assistant Director of Contracts for the Bureau of Family and Community Health. She was previously employed with Mystic Valley Elder Services for twelve years.

We bid Christine Scott farewell as Budget Analyst and wish her the best of luck in her new position at HRD as their new Business Manager.

Nilsa Morales, Director of Budget and Accounts Payable at the CBO, has successfully met all of the requirements to earn the professional designation of Certified Accounts Payable Professional (CAPP), awarded by International Accounts Payable Professionals, Inc. (IAPP). The CAPP certification was established by IAPP to recognize those individuals who demonstrate the highest level of professional proficiency. Individuals possessing the CAPP credential are viewed as highly qualified accounts payable professionals with the expertise necessary to interface with purchasing, information systems, auditors, and many other vital functional disciplines, as well as local, state, and federal regulatory agencies.

Welcome to Sarah Rahman, Research Analyst at EOAF. Ms. Rahman comes to ANF from the Federal Reserve Bank of New York, where she was an Assistant Economist in the Capital Markets Function.

Congratulations to Candy Martins Montiero and her husband, Elias, on the birth of their son, Joshua, born on May 5th, and weighing in at 8 lbs., 6 oz. Joshua was welcomed home by sisters Chanel, 13, and Ellison, 2 yrs., 10 mo.'s.

(Continued on page 5)

The Latest from Human Resources

Planning to Retire?

Within three months of retiring from state service, be sure to do the following:

1) Call or visit the State Retirement Board at (617) 367-7770, One Ashburton Place in Boston, for retirement counseling. See their web site at www.state.ma.us/treasury/srb.htm.

2) Evaluate your health and optional life insurance options. Complete and submit the corresponding GIC forms available through your worksite's GIC Coordinator.

3) If you are age 65 or older, call or visit your local Social Security Office (see phone book blue pages, or go to www.ssa.gov) for confirmation of Social Security & Medicare benefit eligibility. Fill out and submit the forms.

This will help to ensure seamless life and health insurance benefits until your retirement is approved.

Extended Illness Leave Bank (EILB)

The Human Resources Division has announced an open enrollment period for the Extended Illness Leave Bank (EILB). The period began on June 19th, and will run through July 27th, 2001. Current members do not have to renew their memberships. For membership forms, call the Central Business Office at (617) 727-8181, Ext. 2714.

Expanded GIC Web Site

The GIC's expanded web site was recently launched! GIC's new site gives you tools to help you learn about health issues, and to discover more about your GIC benefits. Check it out at www.state.ma.us/gic.

(More Human Resources information on page 7)

McCormack Building Emergency Phone Numbers

24-Hour Building Services	**(617) 727-1000**
Bureau of State Office Buildings	**(617) 727-4100**
State Police	**(617) 727-2917**
Boston Fire	**911**
Boston Police	**911**
Boston EMS	**911**

Bravo!

"He never makes you feel like your problem is insignificant, and always helps in a cheerful manner."

This comment is representative of those used to describe **Shahriyar Murad**.

Shah, Senior LAN Administrator, began his career with the Commonwealth at the Central Business Office in 1999. His primary responsibilities include overseeing the CBO Local Area Network; responding to problems escalated by CommonHelp; and providing technical assistance for personal computer, server, and software implementation.

Shah's technical ability, dedication, and customer service skills are outstanding.

Bravo, Shah!

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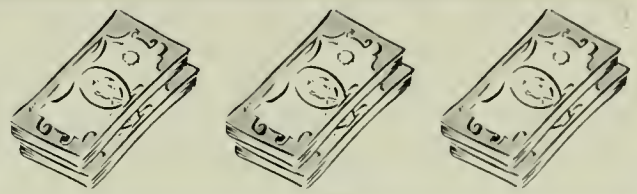
Please contact Janice Whitehead, editor, for newsletter submissions, suggestions, or comments.

Fiscal Bulletin



Accounts Payable Update

FY2001 Accounts Payable Period

As we approach the end of the FY2001 accounts payable period, it is important to remember that all invoices must be received at the CBO by Friday, August 31st, to ensure timely payment to all vendors. Remember, the sooner that invoices arrive at the CBO, the sooner they will be entered into the MMARS accounting system. Any FY2001 invoices that are received after August 31st will be processed as a prior-year deficiency in FY2002.

Prior-Year Deficiencies

All FY2001 prior-year deficiencies submitted to the CBO have been processed through the Comptroller's Office. Receipt of any other invoices for prior fiscal years will be processed in FY2002.

PV Date Stamp

In support of the Commonwealth Bill Paying Policy (Comptroller MMARS Memo #289), the Comptroller's Office payment unit has begun its component of the Quality Assurance review. Per the request of the Comptroller in late June, the CBO provided copies of payment vouchers (PV's) with supporting backup documentation for their review. The CBO will inform agency heads and liaisons of the findings.

WE NEED YOUR FEEDBACK!!!

During FY2001, both the procurement and accounts payable units worked jointly throughout the year on open encumbrances. They have reviewed the Open Encumbrance report, run various queries, met with pertinent agency personnel for input, and made numerous phone calls to vendors in order to ensure sufficient balances.

We would like to take this opportunity to ask you for ideas on how we can improve this very important task in FY2002. Both Christine Donohoe and Nilsa Morales welcome and embrace any and all feedback, and are eager to work to better serve your agency.

Affirmative Market Program Update

The Affirmative Market Program (AMP) has moved to the 10th floor of the McCormack building, under the auspices of the Operational Services Division. Monsi Quinones, Director of AMP, is very pleased with the program's relocation to OSD, recalling that, "Many years ago the program was housed here. We will take the opportunity to emphasize the program's objectives in the procurement process statewide."

The topic of AMP has been added as a duty by which state managers will be evaluated. Both Monsi Quinones and Adriana Isaza have been traveling throughout the state, making presentations to agency managers, and talking with majority vendors to encourage creative ways to subcontract with minority vendors.

In May, the Affirmative Market Program held the first annual AMP recognition day, by way of a fair focused on informing minority vendors of the opportunities available throughout the Commonwealth. Some state employees, including our own Christine Donohoe, facilitated one of the workshops. Agencies that have gone above and beyond in this effort were also acknowledged for their participation in this worthwhile program.

The AMP staff has formed a focus group that is working on improving the AMP language used in Request for Responses (RFR's), and providing necessary tools to enhance program performance. Similarly, it will assist agencies in capturing subcontracting expenditures. The group consists of employees from different agencies and secretariats. Nilsa Morales, CBO's Director of Budget and Payables, is a member of this group that is making great strides in working to finalize the language in the fall.

Budget Unit Update

The Senate FY2002 Budget was passed in mid-June. A joint committee of House and Senate members has been convened to work out the differences between the budgets passed by the House and the Senate. Since an approved General Appropriation Act has not been finalized, Governor Swift has filed a bill to have an interim budget to ensure uninterrupted service.

The FY2002 spending plan and FY2003 maintenance budget forms are not anticipated for release until the General Appropriation Act is signed and enacted into law. Agencies are instructed to continue routine FY2002 business, including paying bills within 30 days. Departments are responsible to expend funds only from accounts that are in both the House and Senate Budgets.

(Continued on page 6)

Tech Talk

Remote Access: VPN or Microsoft's Outlook Web Access?

–Craig Andree

In a previous issue of *the central news*, the Commonwealth's new remote access initiative called "VPN" (Virtual Private Network) was outlined. This technology is oriented towards allowing an employee at a remote computer to have access to Commonwealth resources, as if the user were physically at their desk. For example, if you needed access to MMARS or HR/CMS remotely, you could use a secure VPN connection over a dial-up or broadband Internet line for this access. Additionally, you could also use VPN for e-mail and file access.

One of the drawbacks of a VPN solution is the recurring monthly cost of $10.56 for the service (through Verizon). Furthermore, implementing and supporting a VPN client requires a high level of technical support, plus the high level of human resources necessary for developing and supporting products to work with VPN.

The CBO, in conjunction with ITD, successfully implemented VPN into production on May 7th, 2001. We now have 174 VPN clients, spanning many CBO customer agencies, who are accessing common resources such as e-mail and files from remote locations.

While a VPN solution is a necessity for some, a more economical and easier way to access e-mail only is through Microsoft's Outlook Web Access (OWA). ITD is currently testing OWA, and plans to implement this technology in September, 2001. OWA will allow e-mail access to authorized users from any personal computer with an Internet connection and browser. This technology does not require complex client software to be installed for operation, nor are there complex connection issues. Another attractive asset is that there is no cost for MassMail customers.

The CBO will be involved in testing OWA shortly, and will help support and deliver this new endeavor to our customers. We will also be investigating the practicality of using hand-held computers (PDA's) in accessing one's e-mail. (Please see the accompanying article on PDA's on page 8.) This solution would bring the total cost of ownership down significantly, since hand-held computers are much less expensive to purchase, and presumably less expensive to support.

Stay tuned, as there will be an update in our next newsletter.

Computer Viruses

As we all know, computer viruses appear and reappear on what seems like a daily basis, so it seems like a good time to remind everyone of some common-sense procedures which will enable you to protect your personal computers–both at work and at home.

The CBO has integrated Symantec's Norton Anti-Virus software as a means of offering virus protection for Commonwealth desktops and network servers. The CBO LAN administrators use this software to routinely scan our servers for infected files and folders. Anti-virus software is also used on our e-mail, and it filters some hundred viruses *weekly*. If you do not have an anti-virus protection at home, you are strongly encouraged to invest in one and to keep it updated. Please note: If you are authorized for VPN, it is mandatory that you maintain updated anti-virus software. (See CBO's VPN anti-virus software intranet page at www.anf-cbo.state.ma.us/VPN/resources/nav.asp for more information.)

Although the CBO uses centralized anti-virus software, sometimes a virus can get through undetected, so we must all take precautions. For example, always be suspicious of file attachments. Many viruses cannot infect the personal computer until the attachment is opened, so being able to spot the characteristics of infected attachments permits you to delete e-mails and empty the "Deleted Items" folder before the virus can become a problem. A good rule of thumb is to never open attachments automatically. It may seem convenient, but it could be extremely dangerous to your PC.

You should never open certain attachments without scanning them first. Files with extensions such as *.exe, *.vbs, and *.bat can be extremely dangerous because they execute code. Therefore, if they contain damaging virus code and are opened automatically, it would be too late to protect your

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(Tech Talk...continued from page 4)

workstation from any of the malicious damage intended by the virus creator.

Characteristics of Infected E-Mail Attachments:

- E-mail from someone you don't know
- E-mail from someone that you know–but with many people CC'd that you do not know
- Several copies of the same e-mail from different people or the same person
- Anything with executables such as an attachment with *.bat, *.exe., *.vbs, *.com, or *.reg

MassMail and Active Directory

All previously-scheduled CBO customer agencies were successfully migrated to MassMail by the close of FY2001. In addition to utilizing a state-of-the-art mail system, MassMail clients have access to real-time calendars, complete with attendee availability and invitation lists.

In conjunction with MassMail, the Information Technology Division (ITD) is implementing Windows 2000 Active Directory as an enterprise-wide solution. For most users, the switch to Active Directory will be seamless because it looks and functions similarly to the Global Address List. In addition, it provides an effective tool to administer mailbox specifications, connections, and peripherals.

For updates on the MassMail Project and Active Directory, visit ITD's MassMail website at www.massmail.itd.state.ma.us.

(From the Desk of...continued from page 1)

Fiscal Year 2002 is greeting us with exciting new challenges and opportunities, including the delegation of authorized personnel actions, increased delegation of procurement activity, active participation on Affirmative Market Program committees, partnering with customer agencies to enhance operations by leveraging technology, and enhancing server options.

The CBO staff welcomes you to Fiscal year 2002!

—Julie

(Notables...continued from page1)

Lee Ann Wilson Ross, MODR's Office Administrator, gave birth to her first child, Jonathan Cedric Ross, born May 25th, measuring 18 inches and weighing in at 6 lbs., 5 oz. Congratulations to Lee Ann and her husband, Jonathan!

Congratulations to **Aaron D'Elia** on his new position at FAD as Director of Finance. Mr. D'Elia was previously a Fiscal Policy Analyst at FAD.

Farewell to **Catie Mick**, former Director of Administration & Finance at HRD. We wish her well in her future endeavors.

Barbara Wilensky Gopen Memorial Fellowship

The Massachusetts Developmental Disabilities Council (MDDC); the Institute for Community Inclusion (ICI), University-Affiliated Program; Eunice Kennedy Shriver Center, University-Affiliated Program; and the Disability Law Center are co-sponsoring the **Barbara Wilensky Gopen Memorial Fellowship**.

Barbara Wilensky Gopen was a person with a disability who made a lifetime commitment to advocating on behalf of people with developmental disabilities. This fellowship offers the applicant a unique opportunity to gain valuable knowledge and experience by working with members of the Massachusetts Developmental Disabilities Network Programs. The one-year award includes a stipend of up to $20,000, plus fringe benefits.

The fellowship is open to any individual with a developmental disability, or family member wishing to enhance his or her knowledge and skills in the developmental disabilities field. Applications are accepted on a continuing basis. The next fellowship is scheduled to begin October 1st, 2001. To be considered for the next fellowship, applications must be received by August 15, 2001. For more information, please contact William E. Kiernan at ICI at (617) 355-6506, or Daniel Shannon at MDDC at (617) 727-6374, or visit the MDDC website at www.state.ma.us/mddc.

(Fiscal Bulletin...continued from page 3)

Delegation

In the spring, the Comptroller's Office and Operational Services Division offered a delegation increase to all executive branch departments. This increase includes a delegation level of $100,000 and an incidental purchase level of $5,000. All of CBO's customer agencies completed the necessary paperwork and were granted these new levels, which bring with them added responsibility on the department side and changes in the Comptroller's Office's policies. Several information sessions were conducted throughout May and June to cover these changes, and presentations were given on records management and quality assurance. With the change in delegation, the Comptroller's Office has changed the policy regarding the location of original documents. All original documents and signatures will now be maintained by the department—with copies, when necessary, being sent to the Comptroller's Office. This does not eliminate the requirement of original signatures and live dates. Comptroller's Memo #305 outlines this policy change.

As mentioned above, with the increases comes greater responsibility. The Quality Assurance Team has stressed that there is now a greater need for quality assurance. They have put an emphasis on the idea that they are there to assist departments with adherence to state finance and procurement laws. Their function is to provide support, and this will be done with annual visits to departments.

CBO staff members have attended the sessions and can assist with any questions or concerns regarding these new procedures.

Electronic Funds Transfer Process

Among all vendors that do business with the Commonwealth, only approximately 10% are set up for Electronic Funds Transfer (EFT). In an effort to increase this percentage, the Comptroller's Office has launched a campaign to get as many vendors as possible set up as EFT vendors.

EFT is the Commonwealth's preferred method of payment. It works by having vendors put their bank account information on file with the state, and gives us authorization to transfer funds in and out of that account. Using EFT, a vendor's payment will automatically be deposited into a specified account. This method is much faster, safer, and more reliable than dealing with the paper check method.

In an effort to get as many vendors as possible on EFT, Nicole Blase, Administrative Assistant to the Chief Financial Officer, has been sending EFT information to vendors who do business with the CBO and our agencies. The response has been on the slow side, but every little bit helps.

The EFT form is available at www.massfinance.state.ma.us, along with other information regarding the advantages of EFT. Please encourage vendors to fill out the EFT form and send it along with a completed original W-9 and Terms and Conditions form. The site is also a useful tool to help all vendors to reconcile payments made to them by the Commonwealth. If you would like any additional information about the EFT process or its advantages, please contact Nicole Blase at (617) 727-8181, Ext. 2017.

The Multi-State EMall [tm]

by Joan Matsumoto, Assistant Director e-Community Implementation Manager, Operational Services Division

Despite a rocky ride with a solution provider that ended up closing its doors in the face of the volatile technology economy, the EMall[tm] successfully concluded its first full year of production on May 31, 2001.

Almost 200 Commonwealth procurement staff from 21 executive agencies, 18 state offices, and one public authority conducted over 1,300 transactions valued at almost $2 million, with 15 statewide commodity suppliers. Transactions ran at a rate of 6 : 1 for non- IT (information technology) versus IT goods, with a dollar ratio of 1 : 10. In addition to the overall spending and transaction totals, the EMall[tm] recorded over 100% transaction growth in three quarters of FY2001, with the abbreviated fourth quarter recording a 5% gain.

What do all of those numbers mean? The EMall[tm] Community of Buyers and Suppliers demonstrated that e-Procurement for statewide commodity contracts is a viable model for the Commonwealth, with benefits on both sides of the equation. The benefits that come with integration are expected to be even greater, since

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Career Fair 2001 — Advancing Diversity in Today's Workforce

The Massachusetts Rehabilitation Commission is sponsoring the second annual Career Fair for Persons with Disabilities. Career Fair 2001 will be held on September 21st, 2001, at the Bayside Exposition and Conference Center, Boston, from 10:00 a.m. to 5:00 p.m. This one-day career fair is being held in conjunction with the annual New England Abilities Expo., the largest exposition of independent and assisted-living products and services in the country.

In 2001, employers will recruit an estimated 8,000 qualified applicants with disabilities across the Commonwealth. This is an opportunity to meet prospective job applicants with a variety of career interests including accounting, administration, clerical, computer technology, customer service, education, finance, and human services. Last year, for example, more than 1,500 prospective applicants attended the Career Fair to discuss employment opportunities with 81 private and public employers.

The CBO will represent our customer agencies again this year at the Career Fair. For information regarding the CBO's participation, please contact Cathy Jackson at (617) 727-8181 or e-mail her at *Cathy.Jackson@state.ma.us*.

Calling All Cooks!

The original CBO Cookbook started in 1999 to help boost our participation in the Commonwealth of Massachusetts Employees Charitable Campaign. We raised $295.00, and donated the money to Rosie's Place.

This past year, the CBO Cookbook, Volume II, raised more than $435.00, and the money was donated to the Pine Street Inn.

We are inviting all CBO agencies to participate again in the next CBO Cookbook, which will be on sale in the fall/winter. If you are a good cook (or just like to eat good food) and are willing to part with some of your favorite recipes, we'd love to have them included in our next volume! If anyone would like to submit a recipe, they can do so by e-mailing it to *Cathy.Jackson@state.ma.us*.

We are hopeful that we will have another successful cookbook, and will donate the money to a worthy cause.

Take a Child to Work Day 2001 Survey Results

We received 20 responses (12 parents/mentors and 8 children) to our survey, and the results were overwhelmingly positive. A sampling of the comments includes: "It was impressive to see the different programs available...very well organized...fun, educational events for all ages...topics on diversity were a good choice...the best part was that the kids felt really special...Secretary Crosby did a great job including the children in his remarks."

Suggestions to improve the event were: Shortening the workshops to 30 minutes, ensuring room sizes are adequate for the number of participants, and improving the greeting area. One respondent included ideas for additional workshops and even volunteered to be a workshop leader next year.

Your comments are truly appreciated, and will be a valuable tool for planning Take a Child to Work Day 2002. Thanks for taking the time to complete the survey.

CBO staffers, along with other state employees and friends, joined in the fun at the annual Association of Government Accountants volunteer night at the WGBH/Channel Two Auction.

Everyone had a fun evening answering phone calls from auction bidders. The best part was watching the behind-the-scenes action during a live television broadcast.

Volunteers were: *(Back row)* Janice Whitehead (CBO), Christine Scott (CBO), Pat Ghannam (CBO), Bob Oliver (CBO), Leslie Hamilton (Essex County Sheriff's Dept.), David DelRossi (OSC), *(Front row)* Susan Adelberg (OSC), Doris Morales (Grantham, Mayo, Van Otterloo, & Co., LLC), Nilsa Morales (CBO), Donna Poulos (HRD), Nicole Blase (CBO), and Jackie Harris (CBO).

Some Comments on Portable Digital Assistants (PDA's)

–Craig Andree

"Time is what we want most, but...what we use worst." –William Penn

Many of us are juggling more responsibilities today than ever before. Within the past few years, with the proliferation of e-mail, we have added a significant new time-consumption factor by having to read and answer e-mail. Additionally, with the advent of group calendaring software, it is easier for people to schedule your time…so, where does the day go?

One solution for helping you to manage your time better, is the Portable Digital Assistant (PDA). These are the little electronic gadgets that you often see people poking a metal stick at when you are on the train or in a restaurant. PDA's are geared to those people on-the-go who want to keep their schedules, create "to-do" lists, or just get better organized. However, you must be willing to adopt some new work habits, such as learning a shorthand language for interacting with the PDA, or using a stylus pen.

The following table compares and contrasts some of the different characteristics of the options that are available:

PDA or Pocket PC	Handheld PC
Small and light	Bigger and heavier
1-week to 1-month battery life	8 to 20 hours battery life
Stylus used for editing	Integrated keyboard
More economical	Faster processing
More limiting applications	Full-functioning applications
Palm OS or Windows CE	Windows CE (more like Windows Desktop)
Color optional	Color standard
Sound optional for some	MP3, microphone, and speakers standard
Modem optional	Modem standard
Portable keyboard optional	Integrated keyboard
Infrared for synching data optional	Infrared port standard

Not all PDA's are alike. There are different versions of these devices: Palms or Palm clones; pocket PC's (such as the one pictured above) that use a subset of the Windows operating system, called Windows CE; and hand-held PC's that also use Windows CE.

The most important consideration when selecting one of these devices is to have a good understanding of what your intended use will be. Ask yourself how this device will save you time, what your work-style is, and how this device will complement it. Since everyone has a different work-style, the device that may work for you, might not be as advantageous to someone else–therefore, standardizing one brand and model for bulk purchasing might not be the ideal option for an office situation.

Another aspect to consider when making your selection, is whether you want to learn Palm's unique operating system (OS), or whether you'd prefer a device that uses Microsoft Windows. Windows CE for pocket PC's is similar to your desktop, but also quite different. Windows CE for handheld PC's more closely resembles your desktop interface, which will require less effort upon initial use. The proponents of Palm's OS enjoy the simplicity of it, and find that using the menu-based system with the stylus is fast and efficient. Incidentally, Palm is currently offering an updated Palm OS 4.0, which may play a part in your decision.

Getting Synched

The Central Business Office is exploring this exciting new technology, and has acquired Compaq's iPAQ with Windows CE, version 3. Getting this device connected to a PC (called a "partnership") and synchronized with the desktop client is very simple. After the cradle is plugged into the PC, all that a user would need to do is put the Microsoft ActiveSync CD in their PC, and it will lead them through the process. When finished, the user will have access to their e-mail, contacts, and schedule. When a change is made, the updates happen automatically.

The CBO is also researching other methods of accessing the Commonwealth's network and the World Wide Web (WWW) using the iPAQ. We are exploring wireless connections to make it easier and less restricting for a user to pick up their e-mail or schedule.

Choose Your Cover

Seek shade from UV rays, especially during midday

Cover up to protect exposed skin

Get a hat with a wide brim

Grab shades that block both UVA and UVB rays

Rub on sunscreen with an SPF of 15 or higher, with both UVA and UVB protection

* A summer safety tip from the Department of Health and Human Services, Centers for Disease Control and Prevention.

(Emall...continued from page 6)

paper encumbrances and payment vouchers for EMall[tm] orders will be altogether eliminated.

So, when can eligible public buyers expect to gain access to the system, and when will more suppliers be added? The EMall[tm] Executive Committee has authorized the EMall[tm] Team to solicit new solution providers for an improved, fully-integrated EMall[tm] that can support rapid supplier enablement. The RFR has been posted and the Bidders' Conference completed, with almost 100 attendees representing over 50 technology companies vying to become part of the Commonwealth's ambitious plan to expand the system to all 156 executive agencies and the top 150 statewide commodity suppliers.

Responses are due in July, and contract awards are anticipated in September. The EMall[tm] Team's goal is to migrate the existing community to the new, fully-integrated solution by year-end, before enabling the remainder of agencies. The EMall[tm] will continue to provide the CBO and all executive agencies with information about future steps.

Thanks to the CBO's e-Business Manager, Chistine Donohoe, and the dedicated staff who have supported the EMall[tm] all year long.

CALENDAR OF EVENTS

Title: Fiscal Year 2001 Accounts Payable
Date: August 31, 2001

It is important that all FY2001 invoices are received by the CBO on or before Friday, August 31st, to ensure timely payment to vendors. Any FY2001 invoices received after August 31st will be processed in FY2002 as a prior-year deficiency.

Title: Career Fair 2001
Date: September 21, 2001
Time: 10:00 am to 5:00 pm
Location: Bayside Exhibition Center

The Massachusetts Rehabilitation Commission is sponsoring the second annual Career Fair for Persons with Disabilities on September 21, 2001, at the Bayside Exposition and Conference Center from 10:00 am to 5:00 pm. The CBO will represent our customer agencies at this one-day career fair designed to match employers with qualified applicants.

Title: CBO 5th Anniversary Open House
Date: Fall, 2001
Time: To Be Determined

The Central Business Office for the Executive Office for Administration and Finance was created as part of Chapter 151 of the Acts of 1996. To celebrate our fifth year of providing administrative services to Administration and Finance agencies, the CBO will host an Open House. More details will follow.

MGH Blood Drive

On July 11th, staff from the CBO and our customer agencies donated blood at the Massachusetts General Hospital (MGH) Blood Donor Center...and received a free T-shirt.

One unit of blood, when broken down to its component parts, can help save the lives of at least three patients. Every unit of blood donated to MGH helps to ensure a safe and adequate blood supply is always available to those in need.

The next blood drive is scheduled for September 5th, 2001.

Spotlight on the Massachusetts Commission Against Discrimination

—Submitted by Je'Lesia M. Jones

On May 15, 2001, the Massachusetts Commission Against Discrimination (MCAD) hosted the 5th Annual Edward W. Brooke Scholarship Awards program. Five high school juniors from across the state, referred to as Brooke Scholars, were awarded $2.000 scholarships and a paid internship at MCAD, culminating in an additional $500.

This year, the Scholarship Awards program was held in the new Edward W. Brooke Courthouse on New Chardon Street. Former Senator Brooke was on hand to present the Scholarships, as well as certificates and an honorarium to five Honorable Mention Scholars from across the Commonwealth.

Edward W. Brooke was the first African-American in the nation's history to be elected to the Senate by popular vote in 1966, post-reconstruction. He served for two terms. In 1962, he was elected Massachusetts Attorney General and held the position until he was elected to the Senate.

The Edward W. Brooke Scholarship Awards program is administered in conjunction with the MCAD Advisory Board. Posters and entry forms are sent to every public high school superintendent and principal in the state. The scholarship is open to high school juniors. To date, winners have been selected from North Andover, Springfield, Fairhaven, Newton, Algonquin, Danvers, Revere, Roxbury, Chelsea, Amesbury, Acton-Boxborough, Weymouth, Somerset, Needham, Westborough, and Boston.

Information on the Edward W. Brooke Scholarship program is available on the MCAD website at www.state.ma.us/mcad.

Senator Brooke (third from left) with 2001 Edward W. Brooke Scholars

Brooke Scholars with Senator Brooke (fifth from left), Chairwoman Dorca Gomez (right of the Senator), and Commissioners Cynthia Tucker (far left) and Walter Sullivan (far right)

Training

Rebecca Shuster was hired in the fall as the Training Director at the MCAD, and has taken the Training world by storm! Already, the Training unit has provided a wide variety of external programming for the public. The Commission recently completed the second year of its innovative Discrimination Prevention Train-the-Trainer program, co-sponsored by Massachusetts Continuing Legal Education. This seven-day program prepares individuals to train employees and managers regarding equal employment opportunity, sexual and other forms of workplace harassment, and disability accommodation and discrimination prevention. This year's graduates include state agency civil rights officers, private sector human resources managers, and employment attorneys.

In order to aid employees in processing complaints efficiently and effectively, the MCAD implemented a new calendar of internal training events. Thus far, training sessions have focused on investigator and other skill-building tools, while other session's briefed staff on recent developments in employment and civil rights law.

Please feel free to direct training questions to Ms. Shuster at (617)727-3990.

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